

Your COMPANY LETTERHEAD Here

<<Date>>

US Passport Agency
1111 19th St. NW
Washington DC 20036

This letter is to inform you that our employee, <<Your Name>>, <<Your Title>>, will be traveling on <<Travel Date>> to <<Country to be visited>> on company business to see <<Host>> to <<Purpose for Visit>> for <<Number of Days of trip>>.

Thank you for your assistance in expediting his passport application.

Sincerely,

<<Signature>>

<<Contact Phone Number>>